

Town of Canton
Canton, Oklahoma

Agreed Upon Procedures
for the year ended June 30, 2013

Honorable Town Council
Town of Canton
Canton, Oklahoma 73724

Independent Accountant's Report

I have performed the procedures enumerated below which were agreed to by the specified users of the report, as identified above, and as defined within applicable state laws of Oklahoma solely to assist the Town in meeting its financial accountability requirements as prescribed by Oklahoma Statutes Title 60-180.1-3 and evaluating compliance with specified legal or contractual requirements for the fiscal year ended June 30, 2013. Management of the Town of Canton is responsible for the Town's financial accountability and its compliance with those legal and contractual requirements. This agreed-upon procedures engagement was conducted in accordance with the attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of the procedures is solely the responsibility of those parties specified in this report. Consequently, I make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

Procedures and Findings

As to the Town of Canton as of and for the Fiscal Year ended June 30, 2013:

1. **Procedures Performed:** From the Town's trial balances, I prepared a schedule of changes in fund balances for each fund (see accompanying Exhibit A) and compared the schedule to the statutory prohibition of creating fund balance deficits to report any noted instances of noncompliance.

Findings: One exception noted from applying this procedure. The fire department was overdrafted by \$1,092; but it is part of the general fund. The problem was corrected in July.

2. **Procedures Performed:** From the Town's trial balance, I prepared a budget and actual financial schedule for the General Fund and any other significant funds listing separately each federal fund (see accompanying Exhibit B) and compared the actual expenditures reported to the authorized appropriations to report any noted instances of noncompliance with appropriation limitations.

Findings: No exceptions noted from applying this procedure.

3. **Procedures Performed:** I reconciled the Town's material bank account balances to bank statements and traced the timely clearance of significant reconciling items to report any significant or unusual instances of reconciling items that have not cleared.

Findings: No exceptions noted from applying this procedure.

4. **Procedures Performed:** I compared the Town's uninsured deposits to fair value of pledge collateral to report any amounts of uninsured and uncollateralized deposits.

Findings: No exceptions noted from applying this procedure.

5. **Procedures Performed:** I compared use of materially restricted revenues and resources to their restrictions to report any noted instances of noncompliance.

Findings: No exceptions noted from applying this procedure.

6. **Procedures Performed:** I compared the accounting for the Town's activities by fund to the legal and contractual requirements for separate funds to report any noted instances of noncompliance.

Findings: No exceptions noted from applying this procedure.

7. Procedures Performed: I compared the Town's account balances in reserve accounts to contractually required balances and debt service coverage requirements of bond indentures to the actual coverage to report any noted instances of noncompliance.

Findings: No exceptions noted from applying this procedure.

I was not engaged to and did not conduct any examination, the objective of which would be the expression of an opinion of compliance. Accordingly, I do not express such an opinion. Had I performed additional procedures, other matters might have come to my attention that would have been reported to you.

This report is intended solely for the informational and use of the specific users, as indicated above, and is not intended to be and should not be used by anyone other than these specific parties.

A handwritten signature in cursive script that reads "Linda A. Woodruff, CPA, P.C.".

Linda S. Woodruff CPA, PC
Oklahoma City, Oklahoma

December 18, 2013

Exhibit A
Town of Canton
Summary of Changes in Fund Balances
for the year ended June 30, 2013

	Beginning of Year Fund Balances	Current Year Change		End of Year Fund Balances
		Receipts	Disbursements	
Town				
Government Funds				
General Fund	\$ 300,551	\$ 267,945	\$ 342,065	\$ 226,431
Street and Alley	25,325	5,076	27,129	3,272
Fire Department	3,891	23,779	28,763	(1,093)
Police	21,405	74,480	79,232	16,653
Juvenile	8,336	1,006	170	9,172
Special Revenue Funds				-
Cemetery Fund	20,568	2,295	6,893	15,970
Proprietary Funds				-
Community Center	34,040	6,194	20,360	19,874
Pool Fund	8,862	30,105	30,580	8,387
Fiduciary Funds				-
Perpetual Fund	51,579	396	-	51,975
Town Subtotal	<u>\$ 474,557</u>	<u>\$ 411,276</u>	<u>\$ 535,192</u>	<u>\$ 350,641</u>

See Independent Accountant's Report

Exhibit B
Budgetary Comparison Schedule
General Fund – Cash Basis
for the year ended June 30, 2013

	Budgeted Amounts		Actual Amounts	Variance with Final Budget (Under) Over
	Original	Final		
Beginning Budgetary Fund Balance	\$ 77,646.00	\$ (100,146.00)	\$ 310,777.00	\$ 410,923.00
Resources (Inflows)				
Taxes				
Franchise Tax	29,000	29,000	32,554	3,554
Sales Tax	278,000	278,000	209,595	(68,405)
Cigarette Tax	3,100	3,100	2,476	(624)
Total Tax	310,100	310,100	244,625	(65,475)
Intergovernmental				
Alcoholic Beverage Tax	6,300	6,300	7,155	855
State Grants	-	-	10,000	10,000
Total Intergovernmental	6,300	6,300	17,155	10,855
Investment Income	2,300	2,300	1,333	(967)
Miscellaneous Income				
Fines	126,000	126,000	49,987	(76,013)
Permit Fees	300	300	403	103
Miscellaneous	3,500	3,500	-	(3,500)
Total Miscellaneous Income	129,800	129,800	50,390	(79,410)
Other Financing Sources				
Transfer from Other Funds	35,000	35,000	30,224	(4,776)
Donations	1,800	1,800	1,917	117
Total Other Financing Sources	36,800	36,800	32,141	(4,659)
Amounts Available for	485,300	485,300	345,644	(139,656)
General Government				-
Personal Services	135,000	126,000	125,717	(283)
Maintenance and Operations	180,000	157,500	156,644	(856)
Capital Outlay	35,000	25,500	25,500	-
Total General Government	350,000	309,000	307,861	(1,139)
Other Financing Uses				
Transfers to Other Funds	75,000	116,000	120,500	4,500
Total Charges to Appropriations	425,000	425,000	428,361	3,361
Ending Budgetary Fund Balance	137,946	(39,846)	228,060	267,906

See Independent Accountant's Report

Town of Canton
Blaine County, Oklahoma
Schedule of Grant Awards, Revenues, and Expenditures
for the year ended June 30, 2013

Grant Depreciation	Contract Number	Grant Award	Revenue Collected	Total Expenditures
Dept of Agriculture	Fire Grant	\$ 4,484	\$ 4,484	\$ 4,484
Total		\$ 4,484	\$ 4,484	\$ 4,484

See Independent Accountant's Report

**Town of Canton
Blaine County, Oklahoma
Trustees and Officers**

Chris Vowell	Chairman
Melina Foster	Trustee
Gayle Tautfest	Trustee
Deborah Acord	Trustee
Brandon Martin	Trustee

Linda Hysell	Town Clerk
Jean Howard	Town Treasurer